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THE ADJUTANT GENERAL
MAJ. GEN. GLEN W. VAN DYKE
DIRECTOR

AZAA-HRS-ER

20 April 1999

MEMORANDUM FOR All Technicians and Supervisors of Technicians

SUBJECT: Policy for Advancing Sick Leave to Technicians

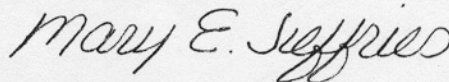
1. References: 5 CFR, Part 630; Federal Employees' Family Friendly Leave Act, P.L. 103-388 effective 4 Dec 94; Technician Personnel Regulation 990-2, B630.S4; local labor agreements.
2. Sick leave becomes available at the beginning of the pay period in which it is earned. Supervisors have an obligation to ensure that sick leave is used appropriately. In cases of serious disability or illness permanent, indefinite or temporary technicians may request advancement of sick leave. Technicians serving on time limited appointments may only be advanced a total amount of sick leave which would otherwise be earned during the term of the appointment. (The trial period of a permanent status employee is not considered a time limited appointment.) The maximum hours that may be advanced at any one time are **240 hours** or **30 days**.
3. Advanced sick leave may also be granted for family care, bereavement, or adoption in accordance with the Family Friendly Leave Act (FFLA) of Dec 1994. Sick leave advanced for family care or bereavement will not exceed the 40 hours (5 day) basic limit an employee can use for these purposes. If a balance of at least 80 hours will remain in the employee's leave account, a total of 104 hours (13 days) may be advanced to the employee. A supervisor may not advance sick leave so that an employee may meet the requirement to maintain a balance of 80 hours of sick leave in his or her account or to use additional sick leave for these purposes. A medical certificate or other administratively acceptable evidence is required as documentation to support use of advanced sick leave under the FFLA.
4. All the following conditions will be met before advanced sick leave can be approved:
 - a. Technicians will request advancement of sick leave along with a medical certificate to cover the period of sick leave requested. (Lengthy absences usually require a greater amount of documentation.)
 - b. All available accumulated sick leave must be exhausted before advancement.
 - c. All annual leave that would otherwise be forfeited at the end of the leave year will be used.
 - d. All compensatory leave will be used before advancement.

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- e. Supervisors must be reasonably assured that the technician will return to duty for a sufficient length of time to earn (repay) the advanced sick leave (i.e. over 2 years to repay an advance of 240 hours). Supervisors should not advance sick leave in cases where there is no likelihood that the employee will return to work. If the employee retires on disability, the indebtedness resulting from advanced sick leave is forgiven. Employees who otherwise separate from government service before repaying advanced sick leave will incur a debt owed to the government at the time of separation.
5. Technicians will send requests for advanced sick leave along with required documentation to their immediate supervisor. If the immediate supervisor recommends approval, the request will be forwarded for final approval by the appropriate supervisory level.
 - a. ARNG: Brigade Commanders/Administrative Officers will be final approval authority for all technicians within their Brigade. Deputy Chiefs of Staff will be final approval authority for all technicians within their sections. Chief of Staff will be the final approval authority for Brigade Commanders/Administrative Officers, Deputy Chiefs of Staff, and Command Group personnel.
 - b. ANG: Executive Staff Officer (ESSO); Air Guard Commanders or designated representatives.
 - c. Human Resources Office: Human Resources Officer
6. Copies of approved advanced sick leave requests will be forwarded to the local payroll office for appropriate action and maintenance of the employee's leave account.
7. Local labor agreements, if applicable, must be reviewed when administering any aspect of the leave program.
8. Questions or comments regarding the leave administration program may be addressed to Elizabeth Fiore, Employee Relations Specialist, HRO, (602) 267-2484 or DSN 853-2484.

FOR THE ADJUTANT GENERAL:



MARY E. JEFFRIES
COL, AZ ANG
Human Resources Officer